



DEPARTMENT OF THE NAVY
ASSISTANT FOR ADMINISTRATION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

5050
CSD

DEC 02 2014

From: Department of the Navy/Assistant for Administration
To: Department of the Navy Chief of Information
Subj: REQUEST APPROVAL TO HOST THE 2015 NAVY PUBLIC AFFAIRS/
VISUAL INFORMATION TRAINING SYMPOSIUM, 19-22 APRIL 2015,
LEESBURG, VA

Ref: (a) Your Letter of 3 Nov 14
(b) DEPSECDEF memo of 3 Apr 07

1. Your request in reference (a) to host the subject conference is approved.
2. Chief of Information must monitor and track registration to ensure that the number of Department of the Navy attendees does not exceed 344 in a Temporary Additional Duty (TAD) status or total cost does not exceed \$460,000 without prior approval.
3. Chief of Information is required to report the actual number of attendees with a by-name roster of all TAD personnel and hosting cost to Department of the Navy/Assistant for Administration, Conferences, Programs, and Event Management Division by 12 May 2015. Send e-mail to W_DONAA_PTGN_CSD_US01@navy.mil.
4. Forty rental cars are authorized for those travelers flying into airports other than Dulles at lower airfare rates. Travelers are directed to share rental cars when practical.
5. Chief of Information must ensure all contracting actions comply with applicable fiscal and procurement laws and regulations.
6. Chief of Information must ensure that any payment of fees for guest speakers, lecturers, and panelists are within the guideline as established by reference (b).
7. The attendees must annotate their travel vouchers if meals are provided by the conference host.
8. Lodging and meals will be reimbursed to the attendees in a TAD status only at the authorized per diem rate.

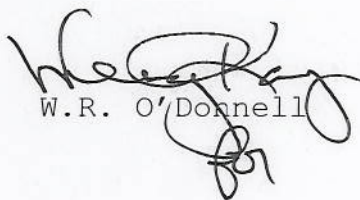
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9. The travelers are reminded that high-quality government/military lodging options such as Bachelor Officer Quarters, Navy Lodges, and Transient Lodging Facilities are available at www.dodlodging.net. Their use is highly encouraged within the guidelines of the Joint Travel Regulations.

10. If applicable, the attendees are required to file tax exemption forms to reduce lodging expenses.

11. The attendees must be good stewards of taxpayer dollars in attending this event.

11. Travel authorizing officials and certifying officers are responsible for protecting taxpayer funds from fraud, waste, abuse, and mismanagement.


W.R. O'Donnell